

## **HRMS Portal User Accounts**

The HRMS Portal provides online access to Washington State's Human Resource Management System (HRMS) including Business Intelligence (BI) and E-Recruiting. The portal can be accessed from the [careers.wa.gov](http://careers.wa.gov) and <http://www.dop.wa.gov/payroll/ESS/Pages/default.aspx> websites, or by using one of these URLs: Single Sign on agencies: use (<https://myhrms.wa.gov> ). All others use: (<https://wahrms.wa.gov>).

There are two types of portal users:

- **Personal users** include all state employees who access Employee Self Service (ESS to view their earnings statement or update personal information such as their home address or email address, or wish to search for job openings, complete a job application, or conduct other personal business in E-Recruiting
  - **Professional users** include agency employees who are assigned E-Recruiting professional roles, the BI reporting role, WEBGUI access to HRMS, and Security Administrators.
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### **User IDs and passwords for personal users**

Personal users log in at the portal using their 8-digit personnel number (appears at the upper right of the earnings statement) and a password that was distributed earlier this year.

DOP sends user access information for new personal users to agency security administrators in an encrypted email.

**Password resets:** If personal users forget their passwords, they can use the password reset feature at the portal to have a new password sent to the email address they have previously entered in ESS. If they do not have an email address entered in ESS, they will need to contact their Security Administrator to have their password reset.

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### **User IDs and passwords for professional users**

Professional users have one user ID and password to access all of their professional roles. If a professional user was established in HRMS prior to October 6, 2008, their user ID and password will not change. A professional User ID is the user's Domain ID\username or work email address. Their portal password typically matches the one they use to login to their agency domain or one will be provided by the agency security administrator.

On October 15, passwords for professional user were distributed to agencies for approximately 150 recruiters who were not previous professional portal users.

**Password resets:** Professional users must contact their agency security administrator to get their passwords reset.